

**BUREAU OF LAND MANAGEMENT OREGON/WASHINGTON
PUBLICATIONS COMMITTEE CHARTER**

I. PURPOSE

The Oregon/Washington Publications Committee was established in May 1993 (Instruction Memorandum No. OR-93-134), to be an Advisory Committee to the State Management Team by:

1. Providing an open forum for the exchange of information as well as for the submission, discussions, and implementation of printing/reproduction and map/graphic needs with the State, District, National and other State Offices.
2. Promoting the effective efficient and economical development of Bureau Publications within the State, District, National and other State Offices for internal and external products including the Intranet and Internet.
3. Defining and implementing issues and concerns of design, format, content, printing/reproduction, and dissemination of publications by determining roles, schedules, and expertise of the key players in the publication process.
4. Informing the key players about the administrative and legal requirements of the Department of the Interior (DOI), the Bureau of Land Management (BLM) and the Government Printing Office (GPO). Supplemental standards for specific programs or projects will also be a basis for review, as well as following existing laws which require all printing/reproduction to be produced or procured through the GPO, unless otherwise permitted under GPO regulations.

II. ROLES

1. To establish, maintain, and follow a project schedule (wherever possible) from initial concept to a tangible product, deciding the lines of responsibility and devising a publication schedule to accomplish the production and distribution of each publication.
2. To ensure that any required BLM and DOI clearances have been obtained before any work is started. The clearance process for most Bureau publications begins with the Publications Approval Request form DI-1550-8. See attachment 1, Form DI-1550-8 with explanation. All items pertaining to the production of a given project will be discussed and assignments made based upon the workload of the participants of the committee.
3. To discuss, interpret, and assure compliance with existing BLM and DOI policies, regulations and standards. The Committee will endeavor to resolve questions of interpretation and compliance within the structure of the committee.

4. Intra-division project schedule priorities will be set by the division chief. Inter-division project priority conflicts or objections to committee recommendations will be resolved by the Associate State Director.

III. MEMBERSHIP

1. Representatives from the Public Affairs Staff, the Division of Resource Planning, Use & Protection, and the Division of Management Services (955, 957 and 958) shall serve on this committee. Members are selected by their respective Staff and Branch Chiefs. Each staff and branch as described below have various levels of responsibility for the production and distribution of Bureau documents.

OR912 Public Affairs

Chief, Public Affairs
 Audio Visual Production Specialist
 Visual Information Specialists
 Printing Specialist
 Intranet/Internet Webmaster

OR933 Division of Resource Planning, Use & Protection

Program Analysts (Planning)
 Outdoor Recreation Planner
 BLM/FS Interpretive Lead

OR955 Information Management Section

Natural Resource Specialist (Geographic Information Specialist)

OR957 Mapping Sciences Section

Section Chief
 Cartography Team Lead

OR958 Branch of Realty and Records Services

Geographer
 Land Law Examiner (Public Room)
 *Freedom of Information Act and Cost Recovery Lead
 *Committee Advisor

2. Meetings must be attended by at least one member of each Staff and Branch.
3. By request of the Chair, advisory members will be provided for specific projects as needed.

IV. OFFICERS AND DUTIES

1. Selection of officers

Members of the Committee will elect a Chair and Vice Chair from among its membership annually, both of which serve for one year, at which time the Vice Chair will automatically become the Chair and a new Vice Chair will be selected. Officers may be reelected to successive or subsequent terms.

2. Duties of the Chair

The Chair convenes all meetings, prepares and distributes agenda, presides at all meetings, is responsible for providing a recorder for minutes and for the orderly conduct of the meetings, and signs all documents related to the business of the committee.

The Chair will provide status reports upon request to the 912 Staff Chief and 930 and 950 Branch Chiefs.

3. Duties of the Vice Chair

The Vice Chair will assume all responsibilities of the Chair in his/her absence.

V. MEETINGS

Meetings will be held on a regular basis (biweekly) or as the need arises. The Chair can call special meetings at the request of the 912 Staff Chief, the 930 and 950 Deputies or Branch Chiefs, or when there are problems/issues needing the committee's attention in a special session.

VI. RECORDS

1. The Chair is responsible for providing a recorder for minutes for each meeting. The recorder will distribute draft minutes to the Committee members for comments or corrections. Final meeting minutes will be approved by the Committee, and retained for three years in accordance with General Records Schedule 16/8b(1).
2. Any supplemental guidance issued by the Committee will be in the form of Manual Supplements, Information Bulletins or Instruction Memoranda, which will be considered and approved through regular authorities under the 1203 Manual Supplement. Records pertaining to the Committee will be coded to Subject Function Code 1550.
3. Committee records related to establishment, organization, membership, and policy will be retained for two years after termination of the Committee in accordance with General Records Schedule 16/8a .

4. The Chair is designated as the decentralized custodian of the Committee records. The Chair will be responsible for passing on Committee records to the new Chair.

VII. BUDGET

Budget will not be required by the Committee. Project expenses will be charged to benefitting activity programs.

VIII. GENERAL

The charter will be reviewed on an annual basis by the Committee and submitted to the Associate State Director (if needed).

Recommended by:

Clifford E. McChella 4/15/02
Chair, Publications Committee Date

Cathy D. Harris 4/15/02
Chief, Public Affairs Staff Date

for Harold G. Beliste 4/29/02
Deputy State Director for Resource Planning, Use & Protection Date

John K. M. 5/1/02
Deputy State Director for Management Services Date

I concur:

for Cathy D. Harris 5/3/02
Associate State Director Date